



## LIABILITY AGREEMENT FOR USE OF GRIMES COMMUNITY COMPLEX (G.C.C.)

BY ORDER OF THE City of Grimes Revised February 2010

**I, the undersigned, understand that the Grimes Community Complex will be reserved only under the following conditions which I agree to observe. If I do not observe the following conditions, I may incur additional fees.**

Please read and initial the following 10 items:

- \_\_\_ 1. **No Smoking** is allowed on the premises. **No alcohol** is allowed on the premises with the exception of the Banquet Hall.
- \_\_\_ 2. No commercial fundraising is permitted; however, nonprofit groups are excluded from this restriction.
- \_\_\_ 3. The G.C.C. must be vacated by 9pm by all parties unless otherwise approved. Please lock all windows, double-check all doors are locked, and exit via the main entry door on the east side.
- \_\_\_ 4. The reserving individual is responsible for normal cleanup procedures: table/chairs put away, floor swept and mopped (if necessary), floors vacuumed, and all trash is to be removed from the building to the dumpster outside on the NE side of the building.
- \_\_\_ 5. City staff will not be called out for non-emergency related items, \$60 to \$80 may be charged based on the non-emergency related call-outs.
- \_\_\_ 6. The undersigned agrees to pay for any damage to the G.C.C. building and/or property and also agrees to pay replacement costs for any missing items. In addition, the undersigned individual agrees to pay a \$40/hr. cleanup cost if the G.C.C. and/or property is left in unsatisfactory condition.
- \_\_\_ 7. Individuals causing harm to G.C.C. property may be denied use of the facilities in the future, at the discretion of the City of Grimes Administrative Staff.
- \_\_\_ 8. The G.C.C. has an electronic security system, do not enter the building until your scheduled time or you will set off the security alarm. If you set off the alarm and personnel are dispatched you will incur up to \$80 in fees to offset that cost.
- \_\_\_ 9. Access cards must be picked up during normal business hours (8AM-5PM) at city hall. Cards will not be available for pickup after hours, observed holidays, and weekends. If you fail to pick up a key, you will be charged \$60- \$80 to compensate for the call-out pay to have city personnel unlock the facility for you.
- \_\_\_ 10. The undersigned understands and hereby acknowledges that the City of Grimes shall not be responsible or liable for personal injury or property damage occurring to persons or their guests and invitees, while using the Grimes Community Complex for their own personal matters, or for matters unrelated to the business of the City of Grimes.

**The undersigned releases and discharges the City of Grimes from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from the use of the City of Grimes premises.**

DATE of RESERVATION \_\_\_\_\_ LOCATION \_\_\_\_\_  
TIME SLOT \_\_\_\_\_ TYPE OF FUNCTION \_\_\_\_\_ ESTIMATED NO. OF ATTENDEES \_\_\_\_\_  
NAME OF RENTEE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

-----COMPLETED BY CITY OF GRIMES STAFF ONLY-----

City of Grimes Staff Signature \_\_\_\_\_ Event Booked by \_\_\_\_\_  
Amount of Deposit \_\_\_\_\_ Amount Refunded \_\_\_\_\_ Date \_\_\_\_\_  
Staff Notes \_\_\_\_\_

**Please check for completeness, photocopy, and give applicant a copy of this form.**